

CITY OF SUNNYVALE
SUNNYVALE BOARD OF LIBRARY TRUSTEES
Council Chambers - City Hall
Regular Meeting August 4, 2003 - 7:30 p.m.
MINUTES

1. CALL TO ORDER:

The meeting was called to order by Chairperson William Soby at 7:34 p.m. The following members answered roll call: Pam Anderson, Tom Flaherty, and Roland Wanigatunga. Staff members present: Director of Libraries Victoria Johnson, Recording Secretary Sandra Barajas and Adult Services Librarian Steve Sloan. Tom Flaherty moved to excuse Robert Harms' absence; seconded by William Soby; motion carried unanimously

2. AGENDA APPROVAL:

Pam Anderson moved to approve the revised agenda which indicated correct "Next Meeting" date of 09/08/03; seconded by Roland Wanigatunga; motion carried unanimously.

3. APPROVAL OF MINUTES OF 07/07/03 MEETING:

Tom Flaherty moved to approve the minutes as presented; seconded by Roland Wanigatunga; motion carried unanimously.

4. PUBLIC INPUT: None.

5. NEW BUSINESS:

a. Library Policy AS-1: Sunnyvale Public Library Reference Services:

Librarian Steve Sloan reviewed with the Board Library Policy AS-1: Sunnyvale Public Library Reference Services. Discussion ensued regarding grammatical corrections and sentence structure modifications. Board members suggested that library staff develop a handout for library patrons listing the key points of the policy. Pam Anderson moved to approve the policy with suggested sentence structure modifications for staff consideration; seconded by Roland Wanigatunga; motion carried unanimously.

b. Library Policy AS-5: Procedures for Book Selecting:

Director Johnson informed the Board that the policy will be deleted from the Library Policy Manual since Supervising Librarian Chris Doxtad has established new procedures and/or systems that have no relevance to a library policy. Tom Flaherty moved to delete the policy from the Library Policy Manual; seconded by Pam Anderson; motion carried unanimously.

c. Library Policy AS-10: Microcomputer Software Selection:

Director Johnson informed the Board that the policy will be deleted from the Library Policy Manual since the library does not provide software. Roland Wanigatunga moved to delete the policy from the Library Policy Manual; Seconded by Tom Flaherty; motion carried unanimously.

6. WORK STUDY PROGRAM:

a. Code of Ethics Review:

Director Johnson reviewed the Code of Ethics with the Board and focused on: #4 Respect for Process, #5 Conduct of Public Meetings and #16 Positive Work Place Environment. Board discussion ensued regarding #4 Respect for Process and #16 Positive Work Place Environment.

b. Review of Feedback Cards:

Director Johnson presented a review of Feedback Cards from January to July 2003. Discussion ensued regarding the decrease of feedback cards in the "Access to Services and Materials - Equipment" category, customer service, computer/laptop use and building facilities.

7. OLD BUSINESS:

a. Legislative Representative:

Director Johnson provided the board with a brief overview of the legislative representative's responsibilities. After brief discussion, Pam Anderson volunteered to be the Legislative Representative in order to set the precedent that the responsibility be that of the Vice-Chair. Chairperson Soby requested that Vice-Chair Anderson contact Jackie Harrison to clarify exact responsibilities of this position.

8. SAB (System Advisory Board) REPORT: None

9. CHAIRPERSON'S REPORT: None

10. DIRECTOR'S REPORT:

Director Johnson noted the following:

- I had the opportunity to tour the new San Jose Public Library on Tuesday, July 22. A soft opening was held on Friday, August 1 and Saturday, August 2 a opening ceremony is scheduled for Saturday, August 16.
- Supervising Librarian Nancy Jackson announced that she will be retiring in August.
- The Library Self-Directed Work Team has elected Mary Chartrain as team leader and Sara Kempen as leader elect for fiscal year 2003/04.
- Cathleen McKay has been appointed interim City Clerk due to the resignation of Susan Kitchens.
- Library circulation for fiscal year 2002/03 increased by 287,094 items or 17% and the number of library visitors increased by 56,038 or 6.8% compared to fiscal year 2001/02. In comparing to fiscal year 2000/01, however, the two year increase for items circulated is 40% and the two year increase for the number of library visitors is 24.3%.
- Kay Melvin, Executive for Customer Information Services from the Patent and Trademark Office visited Sc[i]3 in July. Items discussed included document delivery, official visits to Bay Area and the annual subscription fee.

- It is still unknown what the full impact of the budget will be. Public Library Funds (PLF) has been preserved at the current level and Transaction Based Reimbursement (TBR) has also been retained. The California Library Association indicates that the Director of Finance may still make changes without legislative input to balance the budget.
- Board members were informed that a library patron expressed her concern that a man was viewing pornography on an Express Internet computer. Initially, the patron wanted to file a complaint with the Board; however, after providing the patron with information regarding the use of library internet computers and the policies and procedure currently in place she understood the challenges that libraries are faced with and felt comfortable with these measures. She requested that the Board be informed of the situation rather than file a complaint.
- The library received several e-mails and telephone messages from members of the public expressing their gratitude for the recent Kurdish program.
- The Nova Vista Flute Ensemble will play at the library in the Main Hall on Sunday, August 17, beginning at 5 p.m. This new program, Sunday Sounds, may become a series if it meets customer approval.
- Program flyers and announcements were distributed.

11. BOARD INPUT:

Pam Anderson reported that Neighborhood and Community Services Manager Coryn Campbell will be presenting to the Board a Report to Council regarding private/public development, city projects, city events and Board and Commission meetings.

Pam Anderson requested that staff provide the Board with a library organizational chart.

12. STAFF INPUT: None.

13. AGENDA BUILDING: As requested by William Soby, agenda item "Legislative Representative" will be added as old business to the September 8th board agenda and as requested by Pam Anderson, agenda item "Wireless Access in the Library" will be added as new business to an upcoming board meeting.

15. NEXT MEETING: 9/8/03, West Conference Room - City Hall 8:00 p.m.

16. ADJOURNMENT: There being no further business, Roland Wanigatunga moved that the meeting be adjourned at 9:43 p.m.

Respectfully submitted:

Victoria L. Johnson
Director of Libraries